



Oklahoma State Department of Education



Academic Advisement & Policy Guidebook

Comprehensive Graduation Requirements and
Transcript Guidance

Note About the Guidebook

Thank you for serving the high school students of Oklahoma. This Guidebook was created to acclimate the school counselor, registrar, administrator, clerk, or other school personnel to the Oklahoma State graduation requirements and with general transcription guidance. This document is not exhaustive and is designed to be updated easily as guidance, OSDE rules, and legislative change pertaining to academic guidance.

- Oklahoma provides local control around many aspects of grading and class ranking. To ensure equitable practices, it is highly recommended that districts create academic policies and procedures around student grading and ranking. This document reflects the minimum state requirements for graduation. Local districts may exceed these requirements and policy is highly encouraged.
- Graduation is a checkpoint, not an endpoint. High school students need to dig deep and start preparing for life after they graduate. College and career readiness is embedded into all areas of academics, assessment, Individual Career Academic Plans (ICAP), and service learning opportunities. Therefore, college and career readiness is integrated throughout this guidebook.
- Unique situations may arise for individual students regarding graduation requirements. Please consult the subject matter and division experts in the Office of Curriculum and Instruction, Office of Assessment and Accountability, Office of Accreditation, Office of Special Education, Office of School & Student Support, of the Office of College and Career Readiness. We have listed contact information to assist in the collaborative process.
- The Oklahoma State Department of Education partners with the Oklahoma State Regents for Higher Education and Oklahoma CareerTech to ensure students have access to postsecondary education opportunities while in high school. If you have questions beyond the scope of this document about concurrent enrollment and CareerTech, you may contact these partners directly.

Again, this guidebook contains frequently covered topics encountered regarding academic counseling and policy. Researching the legislation that supports information is imperative. Oklahoma is a local control state. District expectations (such as graduation requirements) may exceed state minimum requirements. Always refer to local district policy.



TABLE OF CONTENTS

Graduation Requirements

- College Preparatory/Work Ready
 - Curriculum Overview & Graduation Checklists
- Core Curriculum
 - Overview & Graduation Checklists
- Additional Requirements
 - Personal Financial Literacy (PFL)
 - CPR/AED
 - Individual Career Academic Plan
 - Assessments

Curriculum & Instruction

- Course Codes
- Subject Specific Guidance

College and Career Readiness Assessment

- ACT/SAT
- Science
- U.S. History
- Guidance around Exemptions

Individual Career and Academic Planning (ICAP)

- ICAP
- Internship and Service & Work-Based Learning

Career Tech

- Eligibility
- Credit Correlations

Post Secondary Coursework

- Advanced Placement
- Concurrent
- Post-Secondary Opportunities

Transcript Guidance

Grading and Awarding of Credits

- Proficiency-Based Credit
- Students transfers
- Coding Online Coursework
- NCAA
- Recognitions

Diplomas

- Standard
- 30 Hour College Diploma
- General Education Diploma (GED)
- Veterans Diploma



GRADUATION REQUIREMENTS

Okla. Admin. Code § 210:35-9-31

Each high school's academic program shall be designed to prepare all students for employment and/or postsecondary education. The secondary academic program shall be designed to provide the teaching and learning of the skills and knowledge in the Oklahoma Academic Standards. All high schools accredited by the State Department of Education shall offer the college preparatory/work ready curriculum required for the students to earn a standard diploma during grades nine (9) through twelve (12). To meet graduation requirements, local options may include courses taken by advanced placement, concurrent enrollment, correspondence courses, supplemental online courses, or courses bearing different titles.

Awarding of credits and grades are locally controlled and school board policies are highly encouraged to ensure consistency and equity.

Under [70 O.S. § 11-103.6](#), state law requires students entering the ninth grade to complete the college preparatory/work ready high school curriculum outlined in the statute. However, In lieu of the requirements of the college preparatory/work ready curriculum, a student may enroll in the core curriculum as provided in subsection D of this section upon written approval of the parent or legal guardian of the student. For students under the age of eighteen (18) school districts shall require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment in the core curriculum unless the student's parent or legal guardian approves the student to enroll in the core curriculum.

[College Preparatory/Work Ready Parental Curriculum Choice Letter \(opt out\)](#)

This section of the guidebook explains the overarching graduation requirements for Oklahoma students. For course and content specific questions, please refer to the Curriculum and Instruction section of the Guidebook.

The tables outline the differences in the two graduation pathways and requirements.



COURSE REQUIREMENTS

College Preparatory/Work Ready Pathway

The college preparatory/Work Ready Pathway allows a student to earn a standard diploma in the State of Oklahoma. Students that select this pathway will take 23 units as outlined by state requirements. The College Preparatory/Work Ready Pathway meets all the requirements for college entrance as well as Oklahoma Promise.

	2022	2023	2024	2025	2026
Language Arts	4	4	4	4	4
Mathematics	3	3	3	3	3
Laboratory Science	3	3	3	3	3
History & Citizenship Skills	3	3	3	3	3
World Languages/ Computer Technology	2	2	2	2	2
Additional Unit	1	1	1	1	1
Fine Arts/Speech	1	1	1	1	1
Electives	6	6	6	6	6
Total Units	23	23	23	23	23
	2022 Graduation Checklist	2023 Graduation Checklist	2024 Graduation Checklist	2025 Graduation Checklist	2026 Graduation Checklist
Notable Changes to Requirements				Pass U.S. Naturalization Test	Pass U.S. Naturalization Test

Note: Please refer to the Graduation Checklist for course requirement details for College Preparatory/Work Ready Pathway.



Core Curriculum Pathway

The Core Curriculum Pathway allows a student to earn a standard diploma in the State of Oklahoma. Students that select this pathway are required to take 23 units, however the units vary slightly from the College Preparatory/Work Ready Pathway. This pathway may not meet college entrance requirements, nor will it meet all requirements for the Oklahoma’s Promise scholarship.

	2022	2023	2024	2025	2026
Language Arts	4	4	4	4	4
Mathematics*	3	3	3	3	3
Laboratory Science	3	3	3	3	3
History & Citizenship Skills	3	3	3	3	3
World Languages/ Computer Technology	1	1	1	1	1
Fine Arts	1	1	1	1	1
Electives	8	8	8	8	8
Total Units	23	23	23	23	23
	2022 Core Graduation Checklist	2023 Core Graduation Checklist	2024 Core Graduation Checklist	2025 Core Graduation Checklist	2026 Core Graduation Checklist
Notable Changes to Requirements				Pass U.S. Naturalization Test	Pass U.S. Naturalization Test

Note: Please refer to the Graduation Checklist for course requirement details for Core Curriculum Pathway.

Please note: Oklahoma is a local control state. District expectations (such as graduation requirements) may exceed state minimum requirements. Always refer to local district policy.



ADDITIONAL GRADUATION REQUIREMENTS

Personal Financial Literacy

The Passport to Financial Literacy Act of 2007 ([70 O.S. § 11-103.6h](#)) requires each student to take and demonstrate a “satisfactory knowledge level” of each of the 14 Areas of Instruction for personal financial literacy in order to gain their Passport to Financial Literacy. PLF is required “in order to graduate from a public high school accredited by the State Board of Education with a standard diploma.”

A student can meet this graduation requirement anytime between grades 7-12, depending on the district’s scope and sequence for personal financial literacy. See the [FAQ on PFL](#) for more information.

For students who transfer into an Oklahoma school district from out of state after their 7th grade year, districts will assess and determine if the student met any or all of the components, the student may be exempt from completing instruction in that area of PFL. If a student transfers into an Oklahoma school district from out of state after their junior year, school districts may make an exception to the requirements for a personal financial literacy passport. In-state senior transfers may not be exempted from the requirements of the law by the local school district.

State on transcript: “The student has satisfactorily completed the 14 areas of instruction for Personal Financial Literacy.”

CPR/AED

All students enrolled in the public schools shall receive instruction in cardiopulmonary resuscitation and awareness of the purpose of an automated external defibrillator at least once between ninth grade and graduation from high school. The instruction may be provided as a part of any course. A school administrator may waive the curriculum requirement required by this subsection for an eligible student who has a disability. A student shall not be required to meet the requirement of this subsection if a parent or guardian of the student objects in writing. Districts can use this [opt-out form](#) if needed. ([70 O.S. § 1210.199](#))

No specific statement needs to be printed on the transcript regarding instruction in Cardiopulmonary Resuscitation (CPR) and the use of an Automated External Defibrillator (AED).

Verification that a district is providing the required CPR instruction to its high school students will be an element of the annual accreditation compliance report beginning with the 2015-2016 school year. Districts should retain all relevant documentation to confirm their compliance with the law, including: the CPR certifications of any instructors used in the program; an implementation plan; and copies of all opt-out forms signed by parents/guardians.



Individual Career Academic Plan (ICAP)

Beginning with students entering the ninth grade in the 2019-2020 school year (**class of 2023**), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. ([70 O.S. § 2320.508-4](#)).

The ICAP Career Assessment, Career Goal, and Coursework are to be reviewed annually. The date of completion for each element should be recorded and tracked for each student.

Students are also required to participate in Service Learning and/or Work-Based Learning Activities **at least once in grades 9-12**. Mark each grade level the student participated in this requirement; not limited to one activity or grade level. Internship codes are reserved for 11th and 12th grades.

State on transcript: “The student has satisfactorily met the graduation requirement of completing an Individual Career and Academic Plan (ICAP)”

Assessments

State law requires that students meet the additional requirements below in order to graduate from a public high school with a standard diploma ([70 O.S. § 1210.508](#)).

- ACT or SAT
- Science Assessment
- U.S. History
- Pass U.S. Naturalization Test (begins with class of 2025)

In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, school districts shall report on the high school transcript of the student the highest-achieved score on the assessment or assessments included in the statewide student assessment system adopted by the Board pursuant to subsection A of this section and any business- and industry-recognized endorsements attained.

At a minimum, **schools must transcript the Grade 11 Oklahoma School Testing Program (OSTP) scale score, known as the Oklahoma Performance Index (OPI)**, combined scores for English Language Arts (ELA) and Mathematics. The requirement in law to place the SAT/ACT score on the transcript is linked to accountability. Districts will need to transcribe an ELA and Math Score based on the OSTP scale score that will be provided by the Oklahoma State Department of Education (OSDE) and importable from the accountability system.

To access all graduation checklists, visit the [Academic Advisement Website](#).

State on the transcript “The student has satisfactorily completed the U.S. Naturalization Test graduation requirement.”



• CURRICULUM AND INSTRUCTION

Rigorous Workload

Per Oklahoma Administrative Code [210:35-9-31](#) - Program of studies and graduation requirements: As a condition of receiving accreditation from the State Board of Education, students in grades nine through twelve shall enroll in a **minimum of six periods**, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

***210:35-19-3. General procedures**

General procedures applicable to K-12 students enrolling at a college or university in the state system are: A school district may receive full average daily attendance on a high school student who is participating in concurrent enrollment. In determining a legal school day for a student who is concurrently enrolled the district can use a combination of local school enrollment, college enrollment, and travel time.

Subject Code Legislation

The State Board of Education has adopted and maintains subject matter standards for instruction of students in the public schools of this state that are necessary to ensure there is attainment of desired levels of competencies in a variety of areas including language, mathematics, science, social studies, and communication. ([70 OK Stat § 70-11-103.6v2](#))

School districts are required to develop and implement curriculum, courses, and instruction in order to ensure students meet the skills and competencies in the subject matter standards adopted by the State Board of Education.

"Sets of competencies" means instruction in those skills and competencies that are specified skills and competencies adopted by the State Board of Education without regard to specific instructional time.

Current Subject Codes

[Subject Codes \(and STEM blocks\)](#)

Subject Specific Guidance

English Language Arts

All students are required to complete four units or sets of competencies of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements. For additional guidance on the options for these four credits, please refer to the [OSDE English Language Arts](#) Frequently Asked Questions document.



Math

College Preparatory/Work Ready pathway students are required three units or sets of competencies of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements.

Students on the Core Curriculum pathway are required three units or sets of competencies, to consist of 1 unit or set of competencies of Algebra I or Algebra I taught in a contextual methodology, and two units or sets of competencies which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course.

Note: Students must complete three units of math in grades 9-12. If a student completes any required courses in mathematics prior to ninth grade, the student may take any other mathematics courses to fulfill the requirement to complete three units in Grades 9 through 12 ([70 O.S. § 11-103.6](#)).

For additional information, please refer to the [OSDE Math](#) Frequently Asked Questions document.

Science

Students on the College Preparatory/Work Ready pathway are required to complete three units or sets of competencies of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.

Core pathway requirements include 1 unit or set of competencies on Biology I or Biology I taught in a contextual methodology, and two units or sets of competencies in the areas of life, physical, or earth science or technology.

Please reference the [OSDE Science Frequently Asked Questions](#) document for additional guidance around science graduation requirements.

History and Citizenship

OK History Requirement for Out-of-State/Country Seniors

District boards of education shall waive the Oklahoma History graduation requirement for children of military families who transition with the military from another state and who have satisfactorily completed a similar state history class in another state. "Children of military families," as defined in [Section 210:35-9-31](#), means "a school-aged child(ren), enrolled in Kindergarten through Twelfth grade, in the household of an active duty member". Additionally, district boards of education can make exceptions to state high school graduation curriculum requirements for students who move to this state from another state after their junior year of high school.



Naturalization Test Requirements

Beginning with the Class of 2025, Oklahoma students must take a 100-question test using the questions from the U.S. Citizenship and Immigration Services website. The law requires that students get at least 60 of the 100 questions correct in order to graduate. See [House Bill 2030 \(2021\)](#). School districts can offer the test as early as eighth (8th) grade and must offer the test at least once per school year. School districts may determine when to schedule its annual administration of the naturalization test, retake opportunities must be offered to students upon request. School districts may determine how best to track which students have passed the naturalization test for their own records; school districts should document each student's passage of the test on their individual academic transcript. More information can be found [here](#).

Fine Arts

Students must have one unit of Fine Arts **or** Speech to graduate from an Oklahoma public school for the college preparatory/Work Ready pathway. Speech is not necessarily a Fine Art, but can also be a communications course. If students will utilize Speech to meet the graduation requirement, specific course codes must be used.

See Fine Arts graduation requirement guidance [here](#) for additional information. Additional information can be found [here](#).

World Language / Technology

To meet graduation requirements on the College Prep/Work Ready curriculum, students will need two years of either the **same** world language **or** two computer technology courses. The Core curriculum pathway requires one world language **or** one computer technology course.

Guidance on Other Native American Languages (Subject Code: 3250) and Other World Languages Subject Codes (Subject Code: 3260)

Native American Languages of any federally recognized tribe or Mother Tongue from Mexico and Central America could potentially be counted for credit toward graduation. For a language to count for graduation, the course must be for **acquisition of** the language and culture with a focus on intercultural communication skills, not learning **about** the language and culture using English or another language as the medium of instruction; or it can be the student's primary language used for communication in speaking and writing. Use of the course code for 3260 *Other World Languages* requires the approval of the Director of World Languages. This is to ensure that districts are awarding world languages credit toward graduation for the correct courses. For giving credit for a language that does not lead to speaking/signing proficiency, one of the other language course codes or perhaps Social Studies 5787 World Cultures for elective credit are available.

For additional information contact:

curriculum.instruction@sde.ok.gov



COLLEGE AND CAREER READINESS ASSESSMENTS

College and Career Readiness Assessments

Students enrolled in 11th grade will be given the College- and Career-Readiness Assessment (CCRA), which consists of two parts.

- For part 1, each district will choose to administer either the ACT or SAT, including the writing section.
- Part 2 consists of a Science Assessment which is aligned with the Oklahoma Academic Standards for Science and a U.S. History Assessment which is aligned to the Oklahoma Academic Standards for U.S. History.

Students are required to take the CCRA during the state testing window. This assessment will be used for state accountability purposes. Visit the [Office of Assessments webpage](#) for additional information. ([70 O.S. 1210.508](#))

At a minimum, schools must transcript the Grade 11 Oklahoma School Testing Program (OSTP) scale score, known as the Oklahoma Performance Index (OPI), for English Language Arts (ELA), Mathematics, Science, and U.S. History. The requirement in law to place the SAT/ACT score on the transcript is linked to accountability. Districts will need to transcribe scores based on the OSTP scale score that will be provided by the Oklahoma State Department of Education (OSDE) and importable from the accountability system. Any additional score information is discretionary to the local district. The adopted plan will be in effect for students who start 9th grade prior to or during the 2016-2017 school year until graduation.

See the CCRA transcript [guidance document](#) for additional information.

Medical Exemptions and Waivers

Exemptions and waivers for testing must be approved by the State Board of Education according to federal and/or state processes. ***All students graduating from a public high school in Oklahoma, whether completing curricular requirements early or beyond their cohort, are required to meet assessment requirements for graduation unless otherwise exempted or waived.*** For seniors receiving a medical exemption, print the following on the student's transcript: "Student received a medical exemption for state assessment participation typically required for graduation purposes."

Exemptions for Seniors ([70 O.S. § 1210.508](#))

The Board shall promulgate rules to ensure that **students who transfer into an Oklahoma school district from out-of-state after the junior year of high school shall not be denied the opportunity to be awarded a standard diploma due to differing testing requirements.**

Students who transfer into Oklahoma schools during their senior year do not have to take the CCR assessments if they were on track for graduation, according to the testing requirements of their former state.



If a student has an approved exemption, **indicate on the transcript: "Student received a waiver for CCR assessment participation typically required for graduation purposes."**

If you find that they are not on track for graduation according to their former state's testing requirements – or if you are having trouble verifying this information with their former district, then a good solution would be to enroll them in the spring CCR Assessments to ensure they meet the graduation requirements.

Contact

- assessments@sde.ok.gov



INDIVIDUAL CAREER AND ACADEMIC PLAN (ICAP)

Verification that a district is following the required ICAP for its high school students may be an element of the annual accreditation compliance report beginning with the 2019-2020 school year. Districts should retain all relevant documentation to confirm their compliance with the law, including, but not limited to: career interest inventories, service learning and/or work environment activities, an implementation plan, and copies of graduation checklists. ([70 O.S. § 1210.508-4](#))”.

Individual Career and Academic Planning (ICAP)

Beginning with students entering the ninth grade in the 2019-2020 school year, each student shall be required to complete the process of an ICAP in order to graduate from a public high school with a standard diploma. Each year, thereafter, students shall annually update their ICAP. ([70 O.S. § 1210.508-4](#)). Visit the [OKEdge](#) website for more information on ICAP requirements, planning, and resources.

Goal	9th Grade	10th Grade	11th Grade	12th Grade
Career Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students should complete at least one career and interest assessment each year.				
Written Career Goal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students should record and update their written career goal every year with students the student has taken towards their goal.				
Courses Sequences that Reflect Goal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students should record the courses they have taken each year to achieve their goal.				
Service or Work-Based Learning			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students should complete at least one service learning/work-based learning experience before graduation. Students can complete anytime after entering 9th grade, however it is encouraged to complete it during 11th grade and beyond.				
College and Career Assessment			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students should complete all required assessments such as ACT or SAT and OSTP. These assessments are typically administered during 11th grade.				

Internship and Service & Work-Based Learning

Service Learning allows students to learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community. Work-Based Learning (WBL) expands academic and technical learning and accelerates advancement along career pathways. WBL develops readiness for work as well and skills that support entry or advancement in a particular career field. For additional information and ideas for service & work-based learning, refer to [this document](#).

College and Career Readiness

- [Internship FAQs](#)
- [Service & Work-Based Learning](#)
- [ICAP Toolkit](#)

Contact

- collegeandcareer@sde.ok.gov



CAREER TECH

Student Eligibility

High school students may attend a technology center program for up to one-half day pursuing a high school diploma or high school equivalency.

For students currently enrolled in high school, the technology center is an extension of the student's high school and shall be subject to the regulations thereof. High school students shall meet the enrollment criteria established by the technology center for the specific program plan of study in which they wish to enroll, regardless of lawful immigration status. All high school students shall be enrolled through a cooperative effort of the sending comprehensive high school and the technology center, except in cases where the student's parent or guardian has provided sufficient evidence that he/she is participating in a home-schooled education plan ([70 O.S. §10-105](#)).

*Students who are on an Individualized Education Program may attend a technology center for up to four years.

Attendance

High school students may attend a technology center for up to one-half day to pursue a high school diploma or high school equivalency. The students are counted as attending a full day at the sending school. Programs in the technology centers may be offered to secondary students.

Transcript Guidance

The student's home high school shall transcript the units of instruction earned by high school students attending the technology center. High school students who successfully complete their career plans of study shall be awarded a competency/completion certificate by the technology center. Transcription of classes for career tech courses are locally controlled. It is encouraged that each district has a policy in place to ensure equitable practice.

- Use approved course titles and course codes for transcript purposes.
- Course vendor identifiers (i.e. "PLTW" for Project Lead The Way) should not be placed on the transcript alongside the course title.
- When using participation in a full year, 3-hour career tech program for the third math requirement under the CORE Curriculum Pathway, post the career tech course with the appropriate CTE course name/code and notate on the transcript that the student has met the third math requirement via this option. Do not post the course as a math credit. More information can be found [here](#).
- Any business or industry recognized endorsements must be reported on the transcript as provided by the local Career Technology Center.



More information can be found using the link below to Career Tech Course Codes

Career Tech Course Codes

[Career Technology Subject Codes for 2022-2023](#) (May only be taught by Career Technology Education teachers)

Contacts

- Manager, Counseling and Career Development - shawna.nord@careertech.ok.gov
- Academic Coordinator, Counseling and Career Development - julie.childers@careertech.ok.gov



POSTSECONDARY COURSEWORK

Advanced Placement (AP)

Beginning in the 2024-2025 school year, all public high schools will make a minimum of four advanced placement courses available to students. Districts can provide enrollment in courses offered through: a school site(s) within the district, a career technology institution within the district, a program offered through the Statewide Virtual Charter School Board or one of its vendors, or a school site(s) in another school district. ([70 O.S. § 1210.704](#))

Advanced Placement *coursework* with approved course codes shall be used for high school credit. Although it is highly recommended that the corresponding AP course be taken prior to taking the subject area AP exam, it is not required. Students may sign up for the exam when available. How credit is awarded based on the exam when not associated with taking the course is according to the district's competency-based credit policy. Weighting of AP courses above the 4.0 scale is not required; however, districts may apply weighting according to the district's grading and credit earning policy.

Direct questions regarding AP testing to the Executive Director of Well Rounded and AP at leah.murphy@sde.ok.gov.

Concurrent Enrollment

When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district ([70 O.S. § 628.13](#)).

The student transcript should reflect the high school course, core, or elective, the concurrently enrolled course is replacing. The instructional code within the student information system should be coded "college level" and the subject code should be the same as the most equivalent high school course subject code. **Do not use AP course codes for concurrently enrolled courses.** It is recommended that the local district distinguishes the course as a college course and indicates from which institution the college credit was earned.

Concurrently enrolled courses directly related to core courses required for high school graduation can be used. For example, a government course taken at the college level may count towards the 5541 Government high school requirement if the student has not had high school government. If the student has already received high school government core credit, the college-level course would be counted as an elective course. However, the college course may then be used for the Additional Unit for graduation due to its identification as a college-level course. It is highly encouraged that local districts have a policy around core courses required for graduation to ensure consistency with transcripts.



Local districts are responsible for determining which high school course the concurrently enrolled course will replace and if the higher education course covers a full or half-year set of competencies/units. Local districts are responsible for creating a policy to determine how grades are included in the grade point average (GPA).

Rigorous Workload for Concurrent Enrollment

General procedures applicable to K-12 students enrolling at a college or university in the state system are: A school district may receive full average daily attendance on a high school student who is participating in concurrent enrollment. In determining a legal school day for a student who is concurrently enrolled the district can use a combination of local school enrollment, college enrollment, and travel time ([210:35-19-3](#)).

For additional information regarding eligibility, please refer to [this guidance document](#). For course correlations, contact the appropriate subject area expert in the Office of Curriculum & Instruction.

Postsecondary Opportunities

In Oklahoma, we want all students to be successful after high school whether success means students can get a good job that matches their passions and interests whether they pursue a technical field, college, or military service. Postsecondary opportunities provide access to coursework and experiences that align to a student’s career goals defined in their Individual Career and Academic Plan (ICAP).

Points earned under the Postsecondary Opportunities indicator are based on the percentage of high school juniors and seniors successfully participating in at least one of the approved options. Schools receive a point when their 11th and 12th grade Full Academic Year (FAY) students complete and pass at least one approved postsecondary opportunity by earning a D or higher. The following [document](#) gives details about how data feeds into the Postsecondary Indicator, reporting requirements and course codes for each Postsecondary Opportunity (PO) option to be eligible for credit in the Oklahoma School Report Card.



TRANSCRIPT GUIDANCE

Grading and Awarding of Credits

Grading and awarding of credits is a local decision. Guide schools in best practice regarding assigning units to courses, particularly with high school courses and concurrently enrolled courses equivalencies. Weighting of grades, grade point average, and class rank decisions are locally controlled. It is encouraged that policies are in place within the district for these academic practices.

Retaking Courses for Credit

A student may retake a course that has previously been taken, but a student can not be awarded the same credit for that course twice. For example, Algebra I can only be counted as a math credit once. The second unit would be counted as elective credit.

Proficiency-based Credit Opportunities

Every school district shall provide all new students with an opportunity to request a proficiency assessment for the purpose of determining appropriate course placement within thirty (30) days of enrollment or re-enrollment in the district. School district policies shall permit a request for an assessment for this purpose to be initiated by a new student or the student's teacher, parent, or legal guardian. [OAC 210:35-27-2](#)

Each district shall clearly identify all assessments used to determine proficiency for the purpose of obtaining credit through examination for required courses. Students may take assessments for this purpose before, during, or after enrollment in the course.

Sample assessments could include, but are not limited to:

- End-of-year finals administered by teachers
- Online tools that provide diagnostic testing (such as subject area pre-tests in Edmentum, proficiency levels in Study Island or NWEA Map)
- Any college and career readiness assessments such as ACT, SAT, Pre-ACT or PSAT that provides performance in English/Language Arts, Reading, Math, and/or Science
- Homeschool placement tests sample [website](#).

Note: OKPromise will count credit by proficiency exam as long as the credit shows on the transcript. OKPromise calculates core GPA using grade values. If a student is awarded a P grade OKPromise rules assign a D in the calculation.



Students Entering through Transfer

Students entering from non-accredited private school or home school

Non-accredited private schools that are not listed among the [Oklahoma Private School Accrediting Commission \(OPSAC\)](#) schools should be given a placement test according to the district's competency-based assessment policies.

Grading/awarding of credit is a local decision; therefore, districts may award either Pass or letter grades and place the student in the grade level most appropriate according to the student's performance on the placement test(s). Fail grades are not placed on the student's transcript as a result of Competency-Based testing.

Students entering from home school should be afforded the same opportunity. The Oklahoma State Department of Education does not govern private or home schools and therefore does not accredit transcripts from either non-public school environment. More information on home-school can be found at <https://sde.ok.gov/home-school>.

Coding Online Coursework: [OAC 210:15-34-5](#)

When a student earns high school credit through online course(s), it is recommended the local district should distinguish the course as online. Do not use vendor names in the course title; simply indicate "online", "OL", or other identifying label.

Course codes and course credit transferability. For the purpose of data collection, supplemental online courses shall employ the appropriate course codes, names, and numbers as established by the Oklahoma State Department of Education. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through OSOCP.

Reporting course completion or change in enrollment status. Supplemental online course providers shall officially notify school districts and parents in writing of the completion of each course the student takes within five (5) business days of completion. Course grades must be reported in the form of a percentage or in a manner consistent with local school grading policies. Local districts shall use the district's established grading scale to convert the percentage to a letter grade or other notation consistent with local school grading policies for transcript purposes. Providers must also report any change in a student's status (moving, dropping a course, etc.) immediately upon discovery or notification of the student's change in status.

NCAA Eligibility

The NCAA has specific eligibility requirements for students. To play sports at a Division I or II school, students must graduate from high school, complete 16 NCAA-approved core courses, earn a minimum GPA, and earn an ACT or SAT score that matches your core-course GPA. Visit eligibilitycenter.org/courselist for a full list of your high school's approved core courses. NCAA High School code will be the same as the school testing code.



For more information, please refer to the [NCAA Eligibility Guide for High School Counselors](#). This [handout](#) also includes a suggested timeline of implementation steps.

Recognitions

Beginning with the 2020-2021 high school graduating class, a school district may implement graduation recognitions for students who have met the curricular requirements set forth in [Section 11-103.6d of Title 70](#) of the Oklahoma Statutes and who have participated in an approved program of study leading to a recognized career and/or postsecondary education pathway. A graduation recognition awarded pursuant to this section may be indicated upon the diploma and high school transcript of those students who qualify for such status. For the purposes of this section “approved programs of study” shall mean those programs of study identified by the local school district that shall include an identified sequence of courses leading to career entry and/or postsecondary education. Approved course sequences shall include at least six (6) credits within a career pathway and shall include advanced placement courses, career, and technical science, technology, engineering and mathematics (STEM) courses, concurrent enrollment college courses or a combination of such courses that best prepare students for work or further study in a career pathway of their choice.



DIPLOMAS

Standard Diploma

After completion of all local high school graduation requirements, a student shall be awarded a diploma. A school district may issue diplomas of distinction according to local guidelines to qualifying students. Copies of diplomas are not kept at the State Department of Education. For copies of district-awarded diplomas, refer the student to the diploma-issuing company or to the district from which the student graduated. A student who has been denied a diploma with their graduating class may return to the **same** district that denied the diploma to complete graduation requirements on a part-time basis. If the student completes requirements prior to October 1 of the 5th year, the student is considered a graduate of their cohort. After October 1 of the 5th (or subsequent years), the student is considered a graduate of the year in which they complete all graduation requirements.

30-Hours of College Diploma

Any person can petition for a diploma after completing 30 hours of college coursework. The application can be obtained from the Office of Accreditation and is available on the website [here](#).

General Education Diploma (GED)

The Oklahoma GED Administration and Adult Education and Family Literacy Programs have transferred to the Oklahoma Department of Career and Technology Education. Information regarding these programs may be found by calling 405-377-2000 (Ask for Lifelong Learning). A student who has left school to pursue a GED but does not obtain one prior to their graduation cohort may return to the traditional school setting to complete high school graduation requirements. More information can be found on the [Career Tech Adult Education Website](#).

Veterans Diploma

In order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II, in the Korean War, or in the Vietnam War, a board of education of any independent school district in this state is hereby authorized to grant a diploma of graduation to any veteran who meets the requirements as listed in Section 517.0.2 of the School Laws of Oklahoma 2009. School districts are further encouraged to present such diplomas in conjunction

with appropriate Veterans Day programs. Applications and information can be found [here](#).

This document should be updated annually (at a minimum) to include legislative changes to graduation requirements, staffing assignments, and links to external web pages and documents. Please check the OSDE Website for the latest version of the

Academic Counseling and Policy Guidebook.

